

June 13, 2023

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, June 26, 2023**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE COLLEGE OF CHARLESTON
STUDENT HOUSING IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Landlord (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

CRITERIA –

- Location: CITY OF CHARLESTON, CHARLESTON COUNTY, SOUTH CAROLINA. The ideal location is within a half mile walking distance of core campus located at 66 George Street, Charleston. Any location outside the half-mile radius should provide for shuttle service to and from campus.
- Expected occupancy date: **August 1, 2024**
- Term of Lease: The College of Charleston is seeking proposals for 1, 3, 5, 7 and 10-year terms with optional extensions. The College is also willing to consider options to purchase or commercial rent to own at the expiration of the lease term.
- Total space needed is approximately 400 bedrooms at least 120 square feet in size in apartment style housing. The College is willing to consider multiple leases as long as the offeror can supply at least 80 bedrooms. The College will also consider leasing additional bedrooms if available.
- Ideal set up should include, but is not limited to:
 - Total bedrooms required are 400 at least 120 square feet or larger in furnished apartment style housing.
 - One (1) office. If offered space is in multiple buildings, an office is required in each building.
 - A main reception area for building entrance.
 - A furnished common area community space for residents in addition to unit living and dining areas.
 - A living area within each residence hall apartment or suite.
 - At a minimum one (1) washer and dryer for every 40 residents and free of charge.
 - One (1) bathroom for every two-three bedrooms.
 - Ample bike parking for residents.
 - A kitchen area per apartment with a sink, refrigerator, stove, dishwasher and microwave.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
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- Each bedroom unit should be furnished with residential hall- quality, high use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant. The dining areas should provide a table and/or adequate seating. The common living area of each unit should provide comfortable seating (sofa and chairs to accommodate the number of unit occupants), coffee or side tables.
- Approximately one (1) reserved parking space is preferred. The College will also consider leasing additional parking spaces if available. If offered space is in multiple buildings, one (1) reserved parking space is required in each building.
- The College of Charleston's Office of Campus Housing wishes to maintain management control of the College's leased spaces in the building in order to ideally maintain the facility (or floor) solely as a College student housing option.
- The College will be responsible for marketing and leasing these spaces and the management of the residential life community.
- Landlord shall specify if building maintenance and custodial services will be provided by the landlord and if provided, proposal should describe the maintenance and custodial program. This is preferred.
- Custodial services are not required inside private living spaces during periods of occupancy.
- There should be no restrictions on the College's ability to lease to students.
- The College will be responsible for the payment of the lease. Students will be billed individually through the College's billing system. Lease payments to landlord shall align with the student billing cycle as published by the College.
- Students assigned to the facility will fall under the College's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.
- The College will be responsible for assignment of students to each bed.
- Landlord will allow the College to conduct its Service Assistance and Animal policy in this facility, which allows the accommodation of an emotional support animal for students as determined by the Center for Disability Services.
- The College reserves the right to reduce the number of bedrooms annually and will notify the Landlord of any necessary adjustments at least 90-days in advance.
- Landlord is not responsible for tenant personal items.

Special requirements that the College has for its facility are:

- Ideal set up for student rooms should be move-in ready at the beginning of the lease.
- 24/7 access for residents.
- The facility will be used 7 days a week for 365 days of the year so the HVAC will need to run at all times the facility is in use including nights, weekends, and holidays.
- The Landlord will be responsible for facility access control and the lock and key system and will be responsible for key replacement and maintenance of locks.
- The College reserves the right to bring in its own camera system and security personnel if deemed necessary.



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- Landlord is responsible for performing and providing current criminal background checks for all Landlord employees, contractors, service vendors and outside repairmen who will have access to the building. Landlord shall not consider any employee who has been convicted of homicide, any assault levels, any sex related crimes, any crimes involving minors, drug charges, illegal gaming, or theft of any kind. The College reserves the right to accept or reject any individual being considered for employment at this facility. If Landlord becomes aware of any current employees at this facility being charged with any of the above crimes while assigned to provide services at the facility, the Landlord will immediately notify the College of the circumstances and the College shall have the right to request the immediate removal of the employee from the facility.
- Service vendors and outside repairmen who will have access to the building must be escorted by an employee of the Landlord (or an employee of the College if available).
- The facility should be able to offer wireless speed a minimum of 100 Mbps download and 75 Mbps upload.
- Must have safety and security lighting in and around the interior and exterior of building to include entry pathways and doors.
- College wants the option to install signage if needed (number, placement and design). This may include identification and directional signs.

MINIMUM STATE REQUIREMENTS

- **State Housing Lease agreement is basis of lease agreement – a copy is attached hereto.**
- No security deposits can be required for the facility or the units.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, June 26, 2023.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Full-service gross leases are preferred and shall include all operating expenses such as utilities, internet, janitorial services and supplies, pest control, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. **If a full gross lease is not proposed, a statement of current annual billing levels for each type of unit/service should be included with the proposal.**
- Provide security plan for building and describe any security services, camera coverage and building access. Include camera coverage of internal common spaces and external entrances and common spaces and how College will be allowed to view the camera coverage.
- Landlord shall establish and provide an annual inspection and life-cycle refresh plan of each apartment as part of the offer.
- Landlord shall provide an inventory of furniture and furnishings with the proposal.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the College of Charleston. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 Senate Street, 6th Floor
Columbia, South Carolina 29201
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov
FAX: [803-737-0051](tel:803-737-0051)



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65 AND REGULATION 19-447.1000

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Mobile: _____ Fax: _____

Email Address: _____

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201,
E-mail: rps@admin.sc.gov; Fax: 803-737-0051

